

EDITED TASK LISTING

CLASSIFICATION: ASSOCIATE MANAGEMENT AUDITOR

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Perform fiscal compliance audits of the Department, contractors and other entities to determine compliance with State and Federal policies, plans, procedures, laws, rules, and regulations using organizational charts, policies, procedures, flow charts, duty statements, audit guides, questionnaires and observation on an on-going basis.
2.	Perform operational compliance audits of the Department, contractors and other entities to determine compliance with State and Federal policies, plans, procedures, laws, rules, and regulations using organizational charts, policies, procedures, flow charts, duty statements, audit guides, questionnaires, and observation on an on-going basis.
3.	Conduct entrance conferences at the Department, contractor's offices and other entities to introduce attendees and auditors, discuss the audit scope, methodology and objectives and to communicate the audit process utilizing various resources as required.
4.	Conduct exit conferences at the Department, contractor's offices and other entities to communicate audit findings utilizing various resources developed during the audit as required.
5.	Conduct exit conferences at the Department, contractor's offices and other entities to produce an audit report utilizing various resources developed during the audit as required.
6.	Prepare work papers, audit reports and management memos to communicate audit results to department management, contractors and other entities using computer applications and copies of source documents on an on-going basis.
7.	Reconcile financial and operational information of the department, contractors and other entities to determine the integrity and accuracy of information using ledgers, bank statements, registers and month end reports guided by the audit program on an on-going basis.
8.	Review the department's financial statements to determine whether they accurately reflect the financial condition of the Department, contractors and other entities using financial records, training documents, work orders, ledgers, and source documents guided by the audit program on an on-going basis.
9.	Review department's operational reports to determine whether they accurately reflect the financial condition of the Department, contractors and other entities using financial records, training documents, work orders, ledgers, and source documents guided by the audit program on an on-going basis.
10.	Evaluate internal controls to determine risk assessment of institutions, contractors and other entities using auditing standards, narratives, flow charts, questionnaires and interviews guided by the audit program on an on-going basis.
11.	Perform complex assignments requested by management to provide objective evaluations of the Department, contractors and other entities using auditing standards, narratives, flow charts, questionnaires and interviews guided by the audit program on an on-going basis.

Tasks highlighted in bold text are not currently on the SPB classification specification

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12.	Analyze data provided by institutions, contractors and other entities to develop conclusions using auditing standards, narratives, flow charts, questionnaires and interviews on an on-going basis.
13.	Analyze data provided by institutions, contractors and other entities to determine compliance with State and Federal policies, plans, procedures, laws, rules, and regulations using auditing standards, narratives, flow charts, questionnaires, interviews and on an on-going basis.
14.	Analyze data provided by institutions, contractors and other entities to make recommendations using auditing standards, narratives, flow charts, questionnaires, and interviews on an on-going basis.
15.	Participate in Continuing Professional Education (CPE) training classes to meet auditing professional standards using all available resources as required.
16.	Provide peer-to-peer on the job training for new auditors to transfer knowledge using manuals, computers, verbal instruction, audit review/coaching notes and prior audits on an on-going basis.
17.	Provide training to other programs within the Department to educate on risk management, internal controls and contract language using State Administrative Manual (SAM), department policy manuals, and DPA guidelines as required.
18.	Provide training to outside agencies including profit, non-profit and other government organizations to educate them on the department's policies, procedures and contract requirements using departmental policy manuals, SAM, DPA guidelines and contracts as required.
19.	Provide consulting services to other programs within the department to develop new policies and/or modify existing ones using experience gained from auditing programs as required.
20.	Provide consulting services to other programs within the department to develop new contract language and/or modify existing ones using experience gained from auditing contracts as required.
21.	Provide consulting services to other programs within the department for system development using best business practice, classroom training, and experience as required.
22.	Coordinate information request with internal programs and external audit entities to provide materials and documents using computers, mail system, meetings, and telephone as required.
23.	Participate in the internal appeal process as the audit expert to provide information that will help resolve disputed audit findings using audit reports and audit evidence as required.

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24.	Provide assistance to legal counsel of the department/testify in court regarding audit issues to provide clarification on disputed audit findings using audit reports and audit evidence as required.
25.	Draft request for legal opinion to obtain interpretation of contract language, law, rules and regulations using memos, meetings, e-mails and telephone as required.
26.	Perform data extraction for internal programs and external entities to provide requested information using computer as required.
27.	Serve as Auditor-In-Charge of an audit to plan, coordinate and complete the audit project including directing audit team members using all available resources as required.
28.	Serve as Auditor-In-Charge of an audit team to ensure audits are completed timely, efficiently and in compliance with auditing standards using professional practices framework as required.
29.	Provide the audit supervisor with feedback on the audit assignment and the audit team member's performance to facilitate process improvement using meetings and memos as required.
30.	Learn various accounting systems and program applications used by the audited entity to gather competent, relevant, useful and sufficient information in order to perform the audit using the entity's accounting systems, program applications, and manuals as required.
31.	Ensure confidentiality of audit information to maintain the reputation/trust of the client and protect the departmental from liability using departmental audit security procedures on an on-going basis.